



The Home First Recovery Care Plan

USER GUIDE

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For further information please contact:

 leeds.carerecord@nhs.net

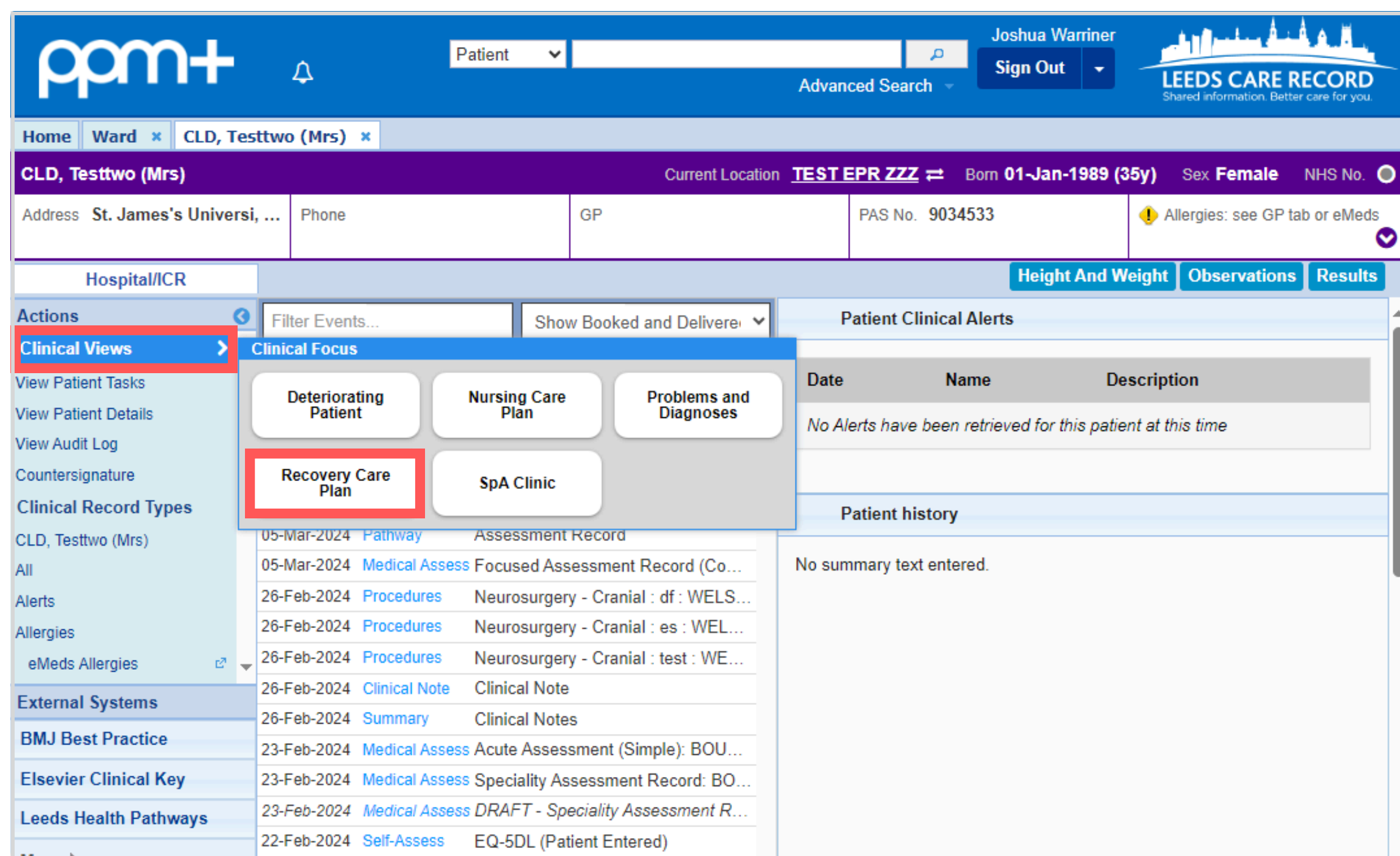
Introduction

The Home First Recovery Care Plan is a shared live record, centred around patients goals.

Accessing the Dashboard

1 To access the **Recovery Care Plan Dashboard**, within your Patient's **Single Patient View** on the desktop version of PPM+, select **Clinical Views**.

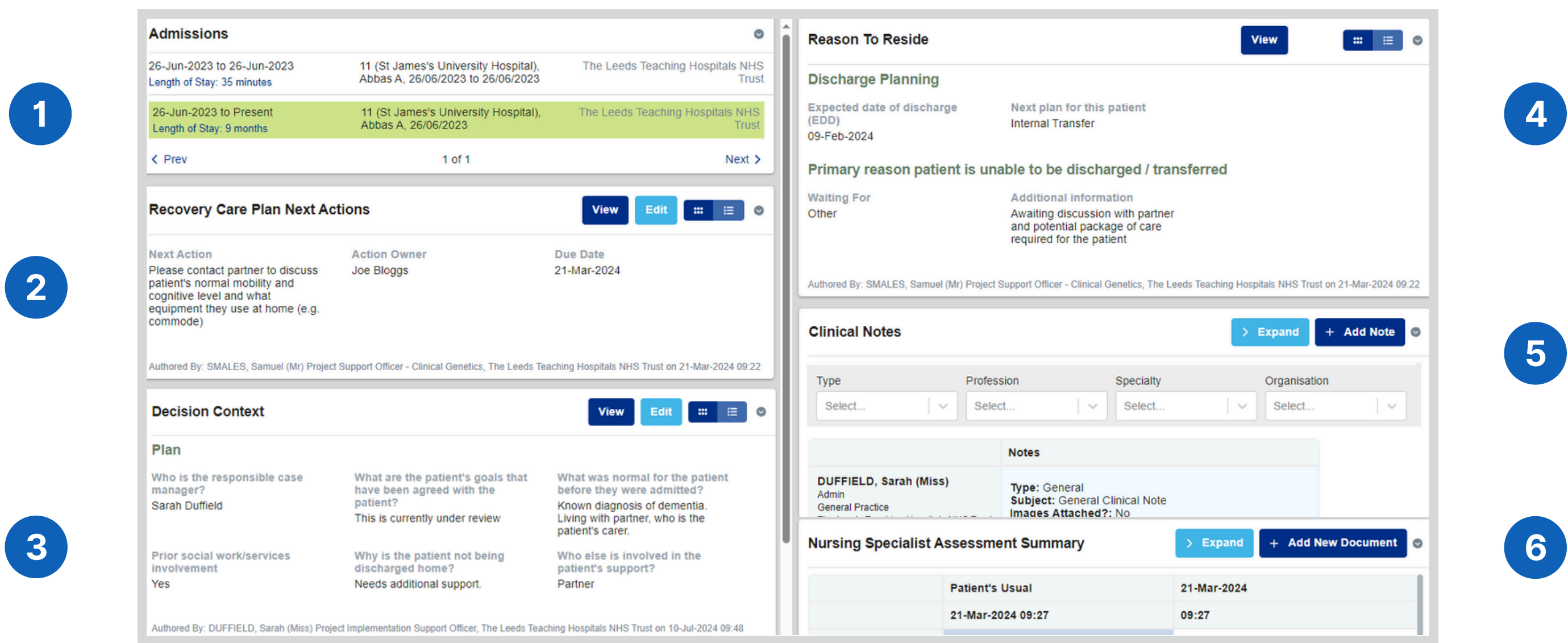
2 Select **Recovery Care Plan**.



For further information please contact:

✉ leeds.carerecord@nhs.net

Dashboard Features Overview



- 1 The **Admissions** widget will show **Current & Recent** admissions for your patient. An admission highlighted in **Green** is the current admission.
- 2 **Recovery Care Plan Next Actions** allows you to enter actions for a member of staff such as a Case Manager or Discharge Coordinator. **Please Note: The Action Owner will not be contacted automatically.**
- 3 The **Decision Context** eForm allows the documentation of the patient's current cognition and mental capacity, **please note this does not override the assessment within the Nursing Specialist Assessment. It allows you to document the plan to support patient discharge.** It also allows you to document the patients usual medication preferences and routine and any information regarding a patients **Power of Attorney** and/or **Safeguarding Alerts**.
- 4 **Reason To Reside (R2R)** allows you to quickly view the status of the **R2R**. For **Further Guidance** on completing the **Reason to Reside**, please **Click Here** for the **R2R User Guide**.
- 5 **Clinical Notes** shows a list of **Clinical Notes** for the patient. You can **filter the Clinical Note widget** by **Clinical Note Type, Speciality, Profession and/or Organisation**. This can be done by using the filters within the **Clinical Note widget**. You can also **add a new Clinical Note via the Clinical Note widget**.
- 6 **Nursing Specialist Assessment (NSA)** displays a summary of the **NSA**. You can also add additional NSA's when required.

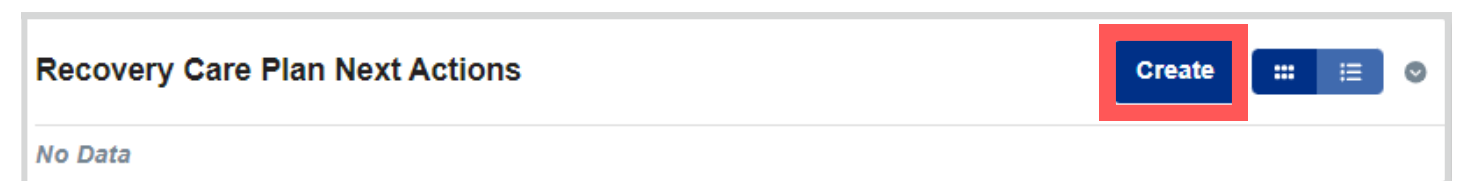
For further information please contact:

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Recovery Care Plan Next Actions

1

On the **Recovery Care Plan Next Actions**, Click **Create** to create a **Recovery Care Plan Next Actions** entry.



Recovery Care Plan Next Actions

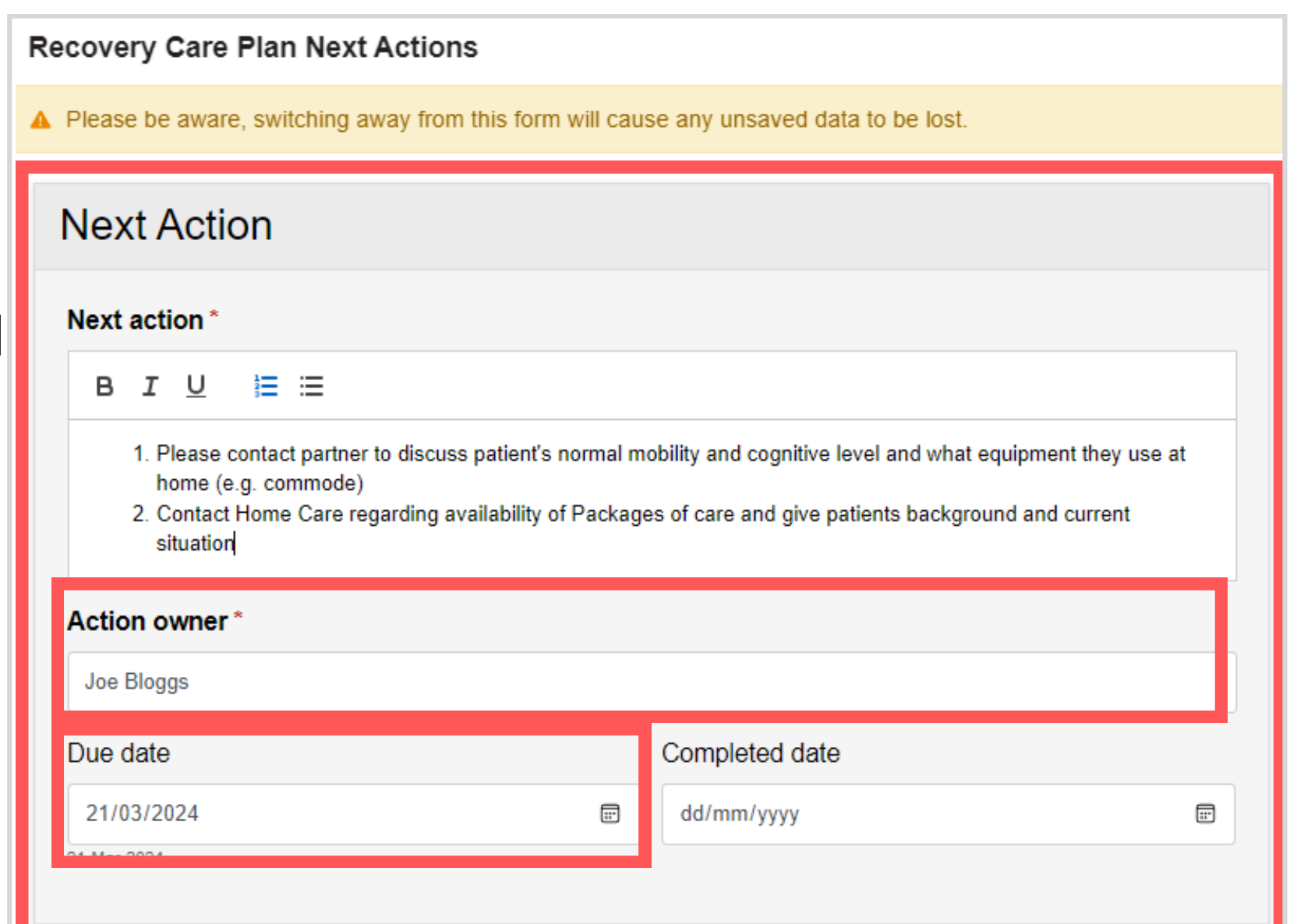
Create

No Data

2

Enter the **Next Actions** for your patient. For the purpose of this guide, 2 actions have been entered. You are required to enter an **Action Owner**. A **Due Date** should be entered, but can be added/edited at a later date.

Please note: The Action Owner will not be contacted automatically.



Recovery Care Plan Next Actions

Please be aware, switching away from this form will cause any unsaved data to be lost.

Next Action

Next action *

B I U

1. Please contact partner to discuss patient's normal mobility and cognitive level and what equipment they use at home (e.g. commode)

2. Contact Home Care regarding availability of Packages of care and give patients background and current situation

Action owner *

Joe Bloggs

Due date

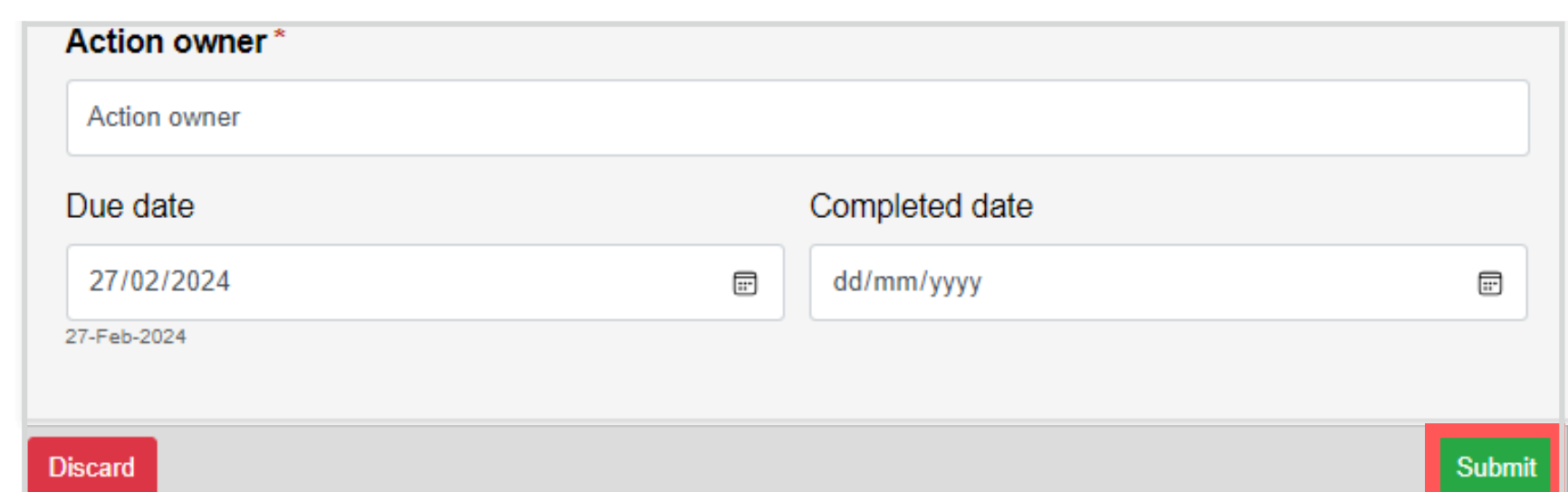
21/03/2024

Completed date

dd/mm/yyyy

3

Click **Submit** to save.



Action owner *

Action owner

Due date

27/02/2024

Completed date

dd/mm/yyyy

27-Feb-2024

Discard

Submit

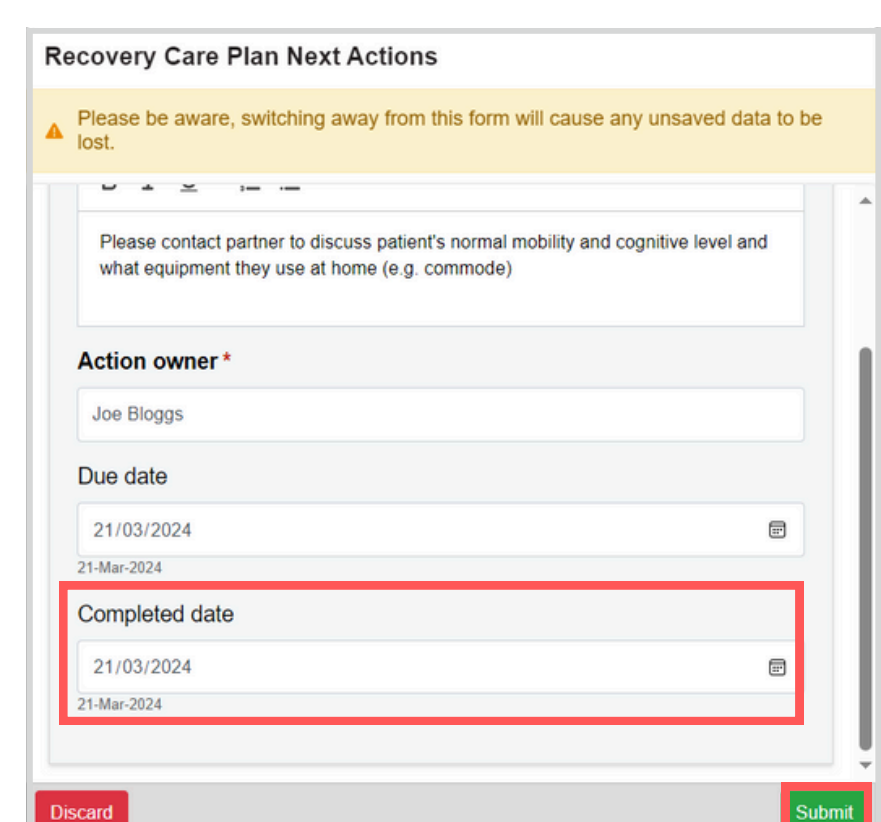
4

When you have completed your action(s), you can view the details by clicking on **View**. To edit an action, click on **Edit** and make the **required changes** to the action(s). When the edits have been made, click on **Submit**.



Recovery Care Plan Next Actions

View Edit



Recovery Care Plan Next Actions

Please be aware, switching away from this form will cause any unsaved data to be lost.

Please contact partner to discuss patient's normal mobility and cognitive level and what equipment they use at home (e.g. commode)

Action owner *

Joe Bloggs

Due date

21/03/2024

Completed date

21/03/2024

Discard

Submit

For further information please contact:

leeds.carerecord@nhs.net

5

If a patient has actions already recorded in the **Next Action** section, to update and/or add **additional actions**, click on **Edit**.

Update the **Next Action** section, add the required **Action Owner** and **Due Date**.

Recovery Care Plan Next Actions

View Edit

Next Action

Next action *

B I U

Engage with physio services

Action owner *

Samuel Smales

Due date

21/03/2024

Completed date

dd/mm/yyyy

6

When you have completed your new and additional actions, please **Follow Step 4** on the previous page and repeat if needed.

7

You can **View All Actions** and their completed dates within the **Timeline**. Please see the **Timeline section of the User Guide**.

For further information please contact:

 leeds.carerecord@nhs.net

Withdrawing Recovery Care Plan Next Actions

1

On the **Recovery Care Plan Next Actions**, click on **View** and then click on **Withdraw**.

Recovery Care Plan Next Actions

View

Edit

Recovery Care Plan Next Actions

Withdraw

Edit

Next Action

Next action

1. Please contact partner to discuss patient's normal mobility and cognitive level and what equipment they use at home (e.g. commode)

2. Contact Home Care regarding availability of Packages of care and give patients background and current situation

Action owner

Joe Bloggs

Due date

21-Mar-2024

Completed date

-

2

Enter a reason for withdrawing the **Next Actions** and click on **Withdraw**.

Recovery Care Plan Next Actions

Edit

Withdraw

Are you sure you want to permanently withdraw, but not delete, the following form from the patient's record?
If yes, please enter a reason why this form is being withdrawn

Plan of care changed.
Actions no longer relevant to discharge plan

Cancel

Withdraw

3

The **Next Actions** have now been withdrawn. If you need to add another **Recovery Care Plan Next Actions**, click on **Create**.

Recovery Care Plan Next Actions

Create

No Data

For further information please contact:
✉ leeds.carerecord@nhs.net

Decision Context

Please note- Completing fields within the **Decision Context** does not override the assessment within **NSA**.

1 On the **Decision Context**, click **Create**.

2 Complete/Edit the eForm.

The **Decision Context** is split into 4 sections.

- **Patient Context/Social History.**
- **Discharge Planning: Overall.**
- **Discharge Planning: Decision.**
- **Dependency Tool.**

The **Dependency Tool** section will only appear if you have selected **Yes** to the question **Is the plan for this patient to go to a Rehab and Recovery bed?**

3 Click **Submit** to save.

4 The **Decision Context** has now been updated. To edit the eForm at a later date, click **Edit**.

For further information please contact:

 leeds.carerecord@nhs.net

Withdrawing Decision Context

1 On the **Decision Context**, click **View**.

The screenshot shows the 'Decision Context' form with the 'View' button highlighted in red. The form contains the following information:

Decision Context		
Plan		
Who is the responsible case manager? Sarah Duffield	What are the patient's goals that have been agreed with the patient? This is currently under review	What was normal for the patient before they were admitted? Known diagnosis of dementia. Living with partner, who is the patient's carer.
Prior social work/services involvement Yes	Why is the patient not being discharged home? Needs additional support.	Who else is involved in the patient's support? Partner

Authored By: DUFFIELD, Sarah (Miss) Project Implementation Support Officer, The Leeds Teaching Hospitals NHS Trust on 10-Jul-2024 09:48

2 To **withdraw** the **Decision Context**, click on **Withdraw**.

The screenshot shows the 'Decision Context' form with the 'Withdraw' button highlighted in red. The form displays the 'Patient Context / Social History' section:

Patient Context / Social History

What is the source of admission/usual place of residence?
Own home/ private home/ sheltered accommodation/ rented

What was normal for the patient before they were admitted?
Patient was living in own home prior to admission

Prior social work/services involvement

3 Enter a reason for withdrawing the **Decision Context** and click **Withdraw**.

The screenshot shows the 'Decision Context' form with the 'Withdraw' dialog box open. The dialog box contains the following text:

Decision Context

Withdraw

Are you sure you want to permanently withdraw, but not delete, the following form from the patient's record?
If yes, please enter a reason why this form is being withdrawn

Plan of care changed.
Actions no longer relevant to discharge plan

Buttons: Cancel, Withdraw

4 The **Decision Context** has now been withdrawn.
When a further **Decision Context** is required, click the **Create** button.

The screenshot shows the 'Decision Context' form with the 'Create' button highlighted in red. The form displays the text 'No Data'.

For further information please contact:
✉ leeds.carerecord@nhs.net

Reason To Reside

For further advice on completing the Reason to Reside, [Please click here for the guide.](#)

1

To view the Reason to Reside, click **View**.

Reason To Reside

View

Discharge Planning

Expected date of discharge (EDD)

20-Feb-2024

Next plan for this patient

None - Stay on Ward

Date of No Reason to Reside

28-Mar-2024

Days since No Reason to Reside

98 Days

Primary reason patient is unable to be discharged / transferred

Waiting For

No delay expected

Authored By: SMALES, Samuel (Mr) Project Support Officer - Clinical Genetics, The Leeds Teaching Hospitals NHS Trust

on 28-Mar-2024 13:21

2

View the eForm as required.

Patient Pathway Planning

Reason to Reside

Does the patient have a reason to reside?

No

Date of 'No Reason to Reside'

28-Mar-2024

EDD

What is the patient's expected date of discharge (EDD)?

20-Feb-2024

Planning

Is the patient fit to lodge (FTL)?

Yes

For further information please contact:

 leeds.carerecord@nhs.net

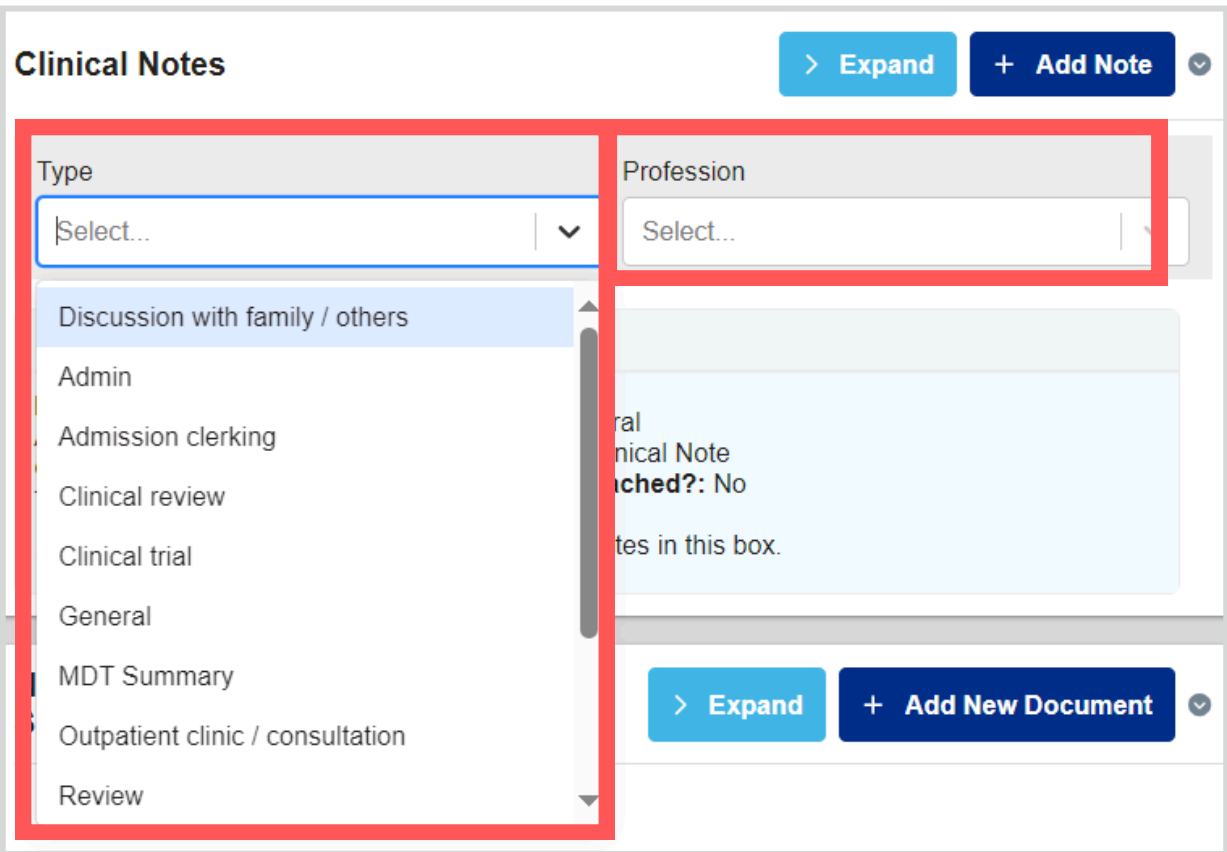
Clinical Notes

Clinical Notes shows a list of Clinical Notes for the patient.

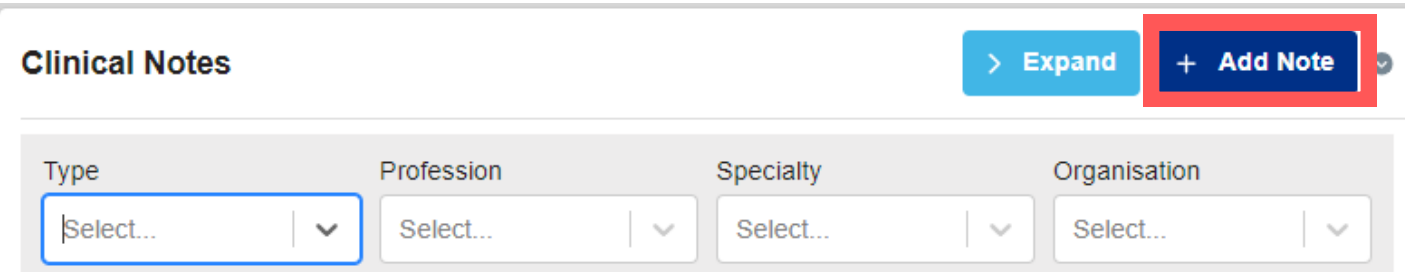
You can **filter** by **Clinical Note Type, Speciality, Profession and/or Organisation** using the drop downs within the **Clinical Note widget**.

For further guidance on completing Clinical Notes, [please click here for the guide.](#)

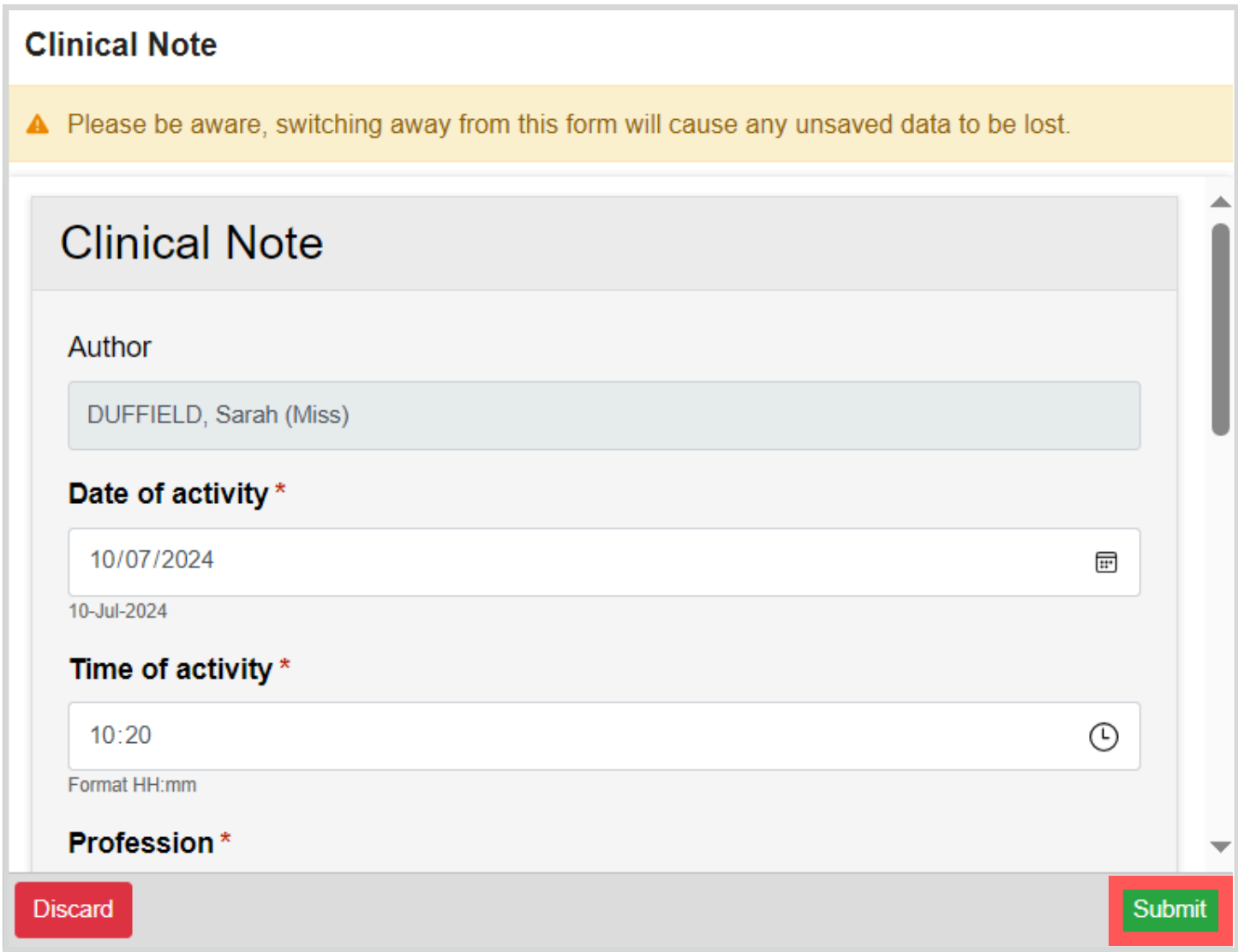
1 To filter **Clinical Notes** by **Type**, for example, use the **Type** drop down box within the **Clinical Note widget** and select the **required type**.

A screenshot of the 'Clinical Notes' widget. At the top right are buttons for '> Expand' and '+ Add Note'. Below these are two dropdown menus: 'Type' and 'Profession'. The 'Type' dropdown is open, showing a list of options: 'Select...', 'Discussion with family / others', 'Admin', 'Admission clerking', 'Clinical review', 'Clinical trial', 'General', 'MDT Summary', 'Outpatient clinic / consultation', and 'Review'. A red box highlights the 'Type' dropdown and its list of options.

2 To add a new **Clinical Note**, click on **Add Note**.

A screenshot of the 'Clinical Notes' widget. At the top right are buttons for '> Expand' and '+ Add Note'. The '+ Add Note' button is highlighted with a red box.

3 Complete your **Clinical Note**.

A screenshot of the 'Clinical Note' form. At the top is a warning message: 'Please be aware, switching away from this form will cause any unsaved data to be lost.' Below this is the 'Clinical Note' title. The form contains several fields: 'Author' (with the value 'DUFFIELD, Sarah (Miss)'), 'Date of activity *' (with the value '10/07/2024' and a calendar icon), 'Time of activity *' (with the value '10:20' and a clock icon), and 'Profession *'. At the bottom are two buttons: 'Discard' and 'Submit'.

4 Click **Submit** to save.

For further information please contact:
✉ leeds.carerecord@nhs.net

Nursing Specialist Assessment Summary

1

To view the **Nursing Specialist Assessment**, click **Expand**.

The “**Patient’s Usual**” Nursing Specialist Assessment summary will be in **blue** within the table. The most recent **Nursing Specialist Assessment** completed for the Patient will be directly to the right of the “**Patient’s Usual**” Nursing Specialist Assessment summary.

Nursing Specialist Assessment Summary

[Expand](#) [+ Add New Document](#)

	Patient's Usual	21-Mar-2024
	21-Mar-2024 09:27	09:27
Assessment Type	Patient's Usual	On admission
Communication	<ul style="list-style-type: none">Has hearing and / or visual difficultiesProblems with speech, reading and/or writing	<ul style="list-style-type: none">Has hearing and / or visual difficultiesProblems with speech, reading and/or writing
Visual / hearing / speech / reading aids used	hearing aids used	hearing aids used
Cognition and Mental Capacity	Known diagnosis of dementia	<ul style="list-style-type: none">Known diagnosis of dementiaMore confused than normal
Mobility	<ul style="list-style-type: none">Poor mobilityTransfers with 1 / 2	<ul style="list-style-type: none">Poor mobilityDependent for all movement and repositioning (e.g. sedated / unconscious / log roll)Transfers with 1 / 2May need wheelchair
Is the patient exempt from lying and standing blood pressure assessment?	No	No
Reason for exemption		
Breathing	No issues	No issues

Nursing Specialist Assessment Summary

[Dashboard](#) [+ Add New Document](#)

	Patient's Usual	21-Mar-2024
	21-Mar-2024 09:27	09:27
Assessment Type	Patient's Usual	On admission
Communication	<ul style="list-style-type: none">Has hearing and / or visual difficultiesProblems with speech, reading and/or writing	<ul style="list-style-type: none">Has hearing and / or visual difficultiesProblems with speech, reading and/or writing
Visual / hearing / speech / reading aids used	hearing aids used	hearing aids used
Cognition and Mental Capacity	Known diagnosis of dementia	<ul style="list-style-type: none">Known diagnosis of dementiaMore confused than normal
Mobility	<ul style="list-style-type: none">Poor mobilityTransfers with 1 / 2	<ul style="list-style-type: none">Poor mobilityDependent for all movement and repositioning (e.g. sedated / unconscious / log roll)Transfers with 1 / 2May need wheelchair
Is the patient exempt from lying and standing blood pressure assessment?	No	No
Reason for exemption		
Breathing	No issues	No issues
Is this normal for the patient?		
Hydration	Needs assistance, promoting or encouragement with drinking	Needs assistance, promoting or encouragement with drinking
Nutrition	Needs assistance, prompting or encouragement with eating	Needs assistance, prompting or encouragement with eating
Dietary preferences, food allergies and assistance needs (please state)		
Elimination - Bladder	Continent	Incontinent of urine
Requires assistance with catheter or stoma		
Elimination - Bowel	Continent	Incontinent of faeces

2

You can now view the **Nursing Specialist Assessment summary**. To enter a new **NSA**, click **Add New Document**.

3

Complete the **Nursing Specialist Assessment eForm**.

4

Click **Submit** to save.

Nursing Specialist Assessment (NSA)

⚠ Please be aware, switching away from this form will cause any unsaved data to be lost.

Communication

Reassessment

Select all that apply *

☐ Able to be understood

☐ Difficulty understanding or expressing needs and / or requires interpreter

☐ Has hearing and / or visual difficulties

☐ Problems with speech, reading and/or writing

Additional information

Cognition and Mental Capacity

[Discard](#) [Save Draft](#) [Submit](#)

For further information please contact:

✉ leeds.carerecord@nhs.net

Timeline

1 To access the timeline, select **Timeline**

Summary

Timeline

Length of Stay: 10 days

02/03/2024

10-May-2023 to 15-Feb-2024
Length of Stay: 9 months

TEST EPR ZZZ(St James's University Hospital), Webster A, 15/10/2023 to 15/02/2024

The Leeds Teaching Hospitals NHS Trust

< Prev

1 of 14

Next >

Reason To Reside

View

Discharge Planning

Expected date of discharge (EDD)

Next plan for this patient Discharge

Date of No Reason to Res 10-Jun-2024

2 The **Timeline view** enables you to see changes which have been made to forms within the **Recovery Care Plan Dashboard**.

Selecting **View** enables you to see the version of the form at that point in time.

Summary

Timeline

Category: Show All

Date Range: Show All

13 March 2024

Nursing Specialist Assessment (NSA) (Created)

by WARRINER, Joshua (Mr)

View

Form Submitted

'Nursing Specialist Assessment (NSA)' form has been submitted by user.

by WARRINER, Joshua (Mr)

3 Use the drop down to filter by **Category & Date Range**.

Category: Show All

Date Range: Show All

Emergency Patient Access Functionality

If your patient/service user is not known to your organisation you will be required to use the **Emergency Patient Access “Break Glass”** functionality in order to view their patient record.

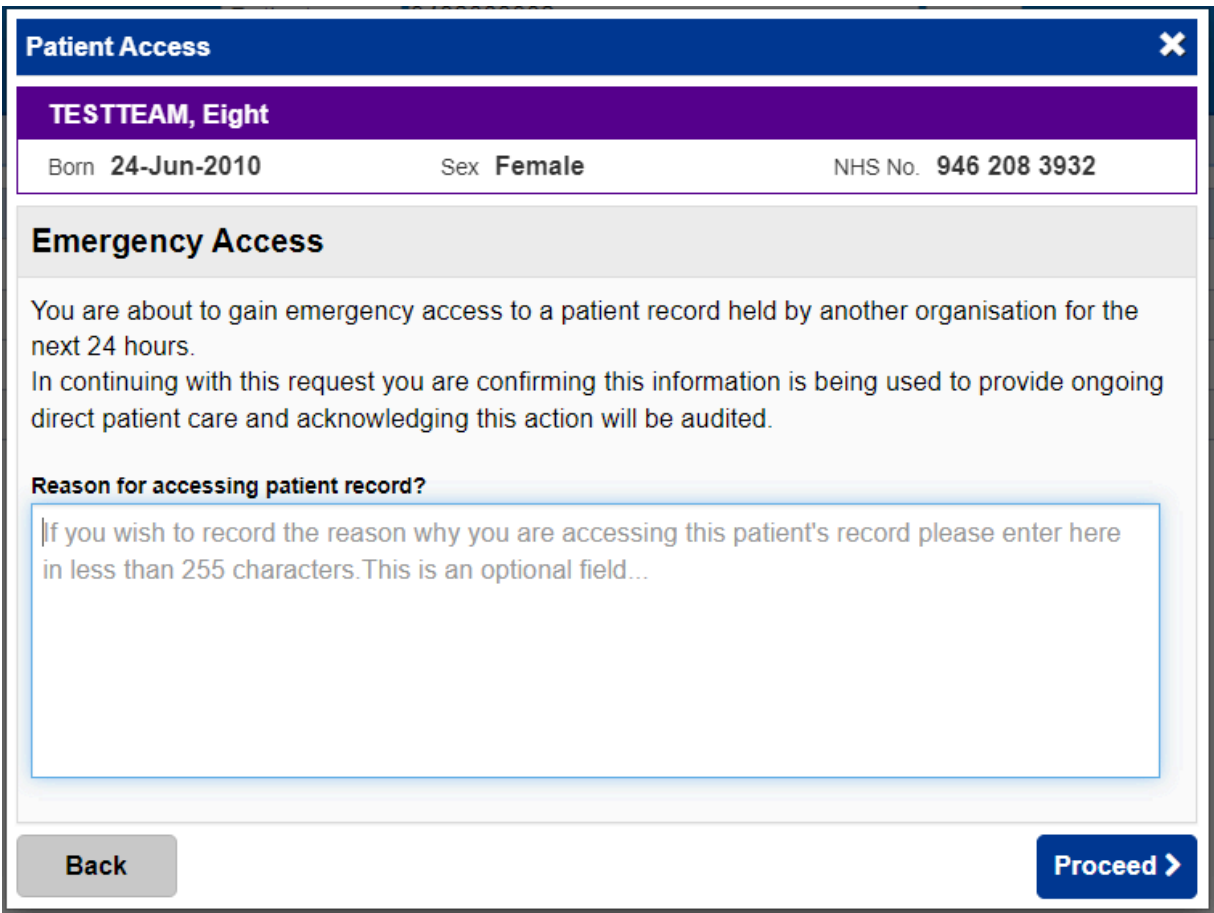
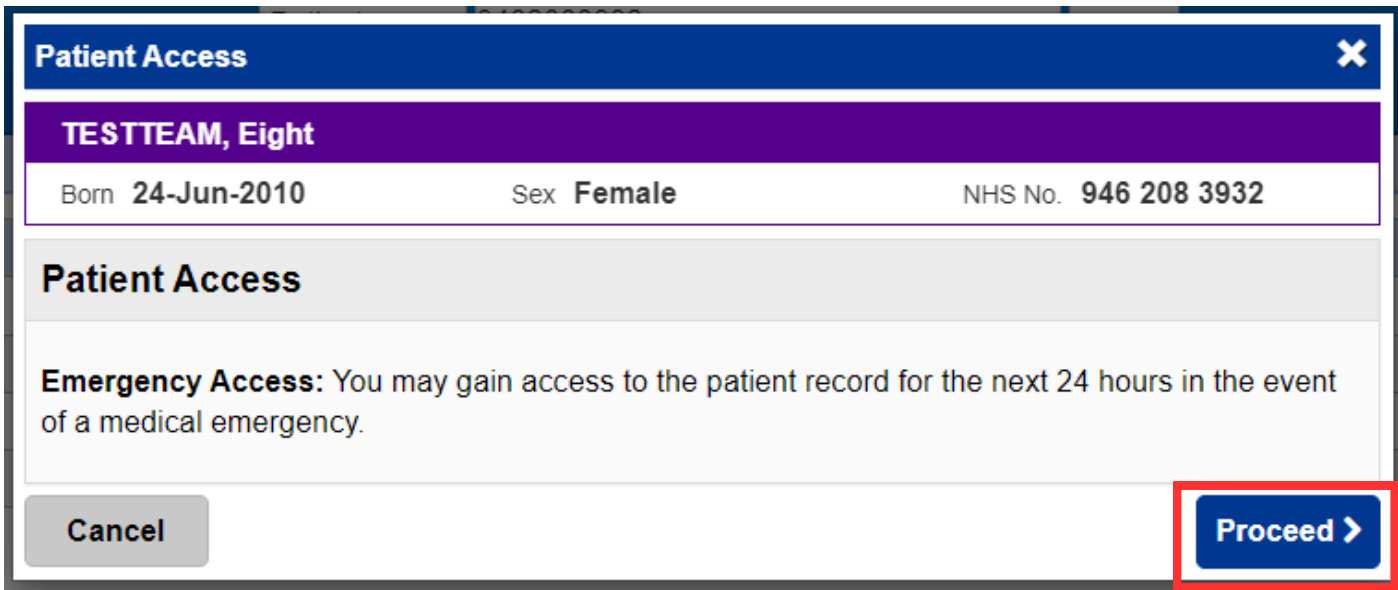
To do this first search for your patient/service user in the top search bar.



Once the search results have populated and your patient/service user can't be found click on **'Other Organisations'** in the left hand menu.



Once you click on your relevant patient/service user the below box will appear. Click 'Proceed', then enter a reason for accessing the patient record. This will allow you access to the patient record for 24 hours.



If you have used the “Break Glass” functionality on a patient/service user you will not be able to access the Recovery Care Plan Dashboard from ‘Clinical Views’ as seen on Page 3.

For further information please contact:

 leeds.carerecord@nhs.net

In order to access the Recovery Care Plan Dashboard after using the “Break Glass” functionality you will need to click on the Recovery Care Plan entries in the Single Patient View.

Summary		Add ▾	Date
2024			Hig
13-Jun-2024	Nursing Assess	Waiting Patient Risk Assessment ...	11-202
13-Jun-2024	Summary	Waiting Patient Risk Assessment S...	Clin
13-Jun-2024	Nursing Assess	Waiting Patient Risk Assessment ...	11-202
13-Jun-2024	Nursing Assess	Waiting Patient Risk Assessment ...	Adr
13-Jun-2024	Summary	Waiting Patient Assessment for Sui...	04-202
21-May-2024	Nursing Note	CNS Consultation (CNS Consultati...	
21-May-2024	Summary	Clinical Notes	
21-May-2024	Nursing Note	CNS Consultation (CNS Consultati...	
21-May-2024	Nursing Note	CNS Consultation (CNS Consultati...	
28-Mar-2024	Clinical View	Recovery Care Plan	
16-Jan-2024	Clinical Note	VTE Ward Round:, - (Senior Proje...	
16-Jan-2024	Clinical Note	Surgical Complications: cattonc	
08-Jan-2024	Summary	Height and Weight	
2023			No s
12-Dec-2023	Prescription	Outpatient Clinic Prescription - Dis...	

You can also use ‘Filter Events’ at the top of the SPV to narrow down the SPV to just show Recovery Care Plan entries.

Show Booked and Delivered ▾

Summary

Add ▾

2024

28-Mar-2024 [Clinical View](#) Recovery Care Plan

Useful contacts

For hints and tips on how to make the most of the Leeds Care Record system please see the link to our Learning Zone below:

<https://www.leedscarerecord.org/learning-zone/>

If you would like to complete some refresher training on the Leeds Care Record at any time please find the link to our eLearning portal below:

<https://training.leedscarerecord.org/>

Please contact the Informatics Service Desk to:

- Reset your password.
- Report a problem you are having within LCR functionality.
- Report a data quality problem within LCR.

Please visit the Leeds Care Record eLearning portal to:

- Request new user accounts for LCR.
- Disable PPM+ accounts for any leavers from your department.
- Complete refresher training.

Informatics Service Desk



0113 3926655



informaticsservicedesk.lth@nhs.net



PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>

For further information please contact:



leeds.carerecord@nhs.net